

Montana State Employers' Committee (MSEC) Executive Committee Meeting

MINUTES

DECEMBER 22, 2009

8:30 A.M. – 10:30 A.M.

CONFERENCE CALL

MEETING CALLED BY	Karen Dellwo, Chair
NOTE TAKER	Chris Wilhelm
ATTENDEES	Karen Dellwo, Chair; Betty Stone, Treasurer; Cal Boyle, Past-Chair; Anna Kazmierowski, Area 2 Representative; Chris Wilhelm, MSEC Coordinator
NOT AVAILABLE TO ATTEND	Gary Willis, Vice-Chair; Patty Nordlund, Area 4 Representative

Agenda topics

WELCOME AND INTRODUCTIONS

KAREN DELLWO, CHAIR

DISCUSSION	Karen Dellwo welcomed all attendees and introduced Anna Kazmierowski as new Area 2 Representative. Anna
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MINUTES OF MAY 18, 2009

KAREN DELLWO, CHAIR

DISCUSSION	Minutes were reviewed.	
CONCLUSIONS	Karen Dellwo's employer was listed as First Security Bank. It should be First Interstate Bank. Minutes were approved as amended.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Revise and re-post the minutes to the MSEC website.	Chris	Immediately

TREASURER'S REPORT

BETTY STONE

DISCUSSION	Reported financial activities since May 5, 2009.		
✓	Beginning Balance	\$10,902.07	
✓	Revenue	\$ 1,974.70	
✓	Expenses	\$ 2,897.60	
✓	Ending Balance	\$ 9,979.60	
Betty was added to the MSEC accounts after being elected Treasurer in May 2009. Gary Willis was also added to the account as a second signor. There is not a branch of the bank where Betty lives and moving the accounts to another bank was discussed.			
CONCLUSIONS	With election of officers coming up in May 2010 and Betty's interest to take part in the MSEC Officer's succession plan, it was decided to leave the accounts where they are.		
ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE
Discuss feasibility of moving accounts to a different bank.		MSEC Officers	May 17, 2010

MSEC OFFICER'S POSITION

KAREN DELLWO

DISCUSSION	Discussed changes and vacancies in MSEC officers and Area Representative positions.
<ul style="list-style-type: none">✓ Gary Willis resigned his position as Vice Chair. He would have transitioned to Chair in May. Someone should be named as Acting Vice Chair until next meeting.✓ Betty Stone expressed interest in advancing to the Vice Chair's position. Per By-Laws, Treasurer may decline advancement.✓ Will need to elect Chair and Treasurer at Statewide meeting in May.✓ Chair should be a past MSEC officer.✓ Should request nominees include who they are, what their JSEC affiliation is, how long they have been involved in JSEC, why they are interested in the position, and what they bring to the table.	

CONCLUSIONS	<ul style="list-style-type: none"> ✓ Per MSEC By-Laws Karen Dellwo appointed Cal Boyle, Past Chair, as acting Vice Chair until the next meeting. ✓ Gary Willis has a long history with Montana's workforce system, including working for the State, serving on the local JSEC, Serving as MSEC Area 2 Representative, and finally as MSEC Vice-Chair. He has been a strong supporter and advocate of JSECs and the workforce system. He will be missed.
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AREA REPRESENTATIVE POSITION DESCRIPTION

KAREN DELLWO

DISCUSSION	Three Area Representative positions are vacant – Area 1, Area 3, and Area 5.	
The MSEC needs to look at ways to attract interest in Area Representative positions. Discussed recruitment ideas: <ul style="list-style-type: none">✓ Communicate with JSECs – take MSEC information and bring JSEC information to MSEC meetings.✓ MSEC members, including Area Representatives, should visit JSEC meetings to recruit Area Reps.✓ MSEC may reimburse Officers/Area Reps for mileage related to recruitment of Area Reps.✓ MSEC could request JSECs submit nominations for MSEC Area Rep and Officer’s positions.✓ Should request nominees include who they are, what their JSEC affiliation is, how long they have been involved in JSEC, why they are interested in the position, and what they bring to the table.✓ Split areas or allow 2 reps per area if it is geographically large or there are many JSECs.✓ Build ListServe for MSEC website so interested parties can be notified when minutes are posted or conference information is updated.		
Lack of a clear position description may be causing hesitation because no one knows what is expected and how much time it may take. Area Rep should be liaison between MSEC and JSEC.		
Open positions include: <ul style="list-style-type: none">✓ Area 1: Flathead, Hamilton, Lake County, Libby, Missoula, and Sanders County✓ Area 3: Cut Bank (not active), Great Falls, Havre, and Shelby (not active)✓ Area 5: Glasgow, Glendive, Sidney, Miles City (not active), and Wolf Point (not active)		
CONCLUSIONS	MSEC needs to draft a position description for area representatives.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Area Reps list what they have been doing and what they feel would be important to do.	Anna and Patty	2 weeks after minutes distributed
Notice to JSEC Chairs/Coordinators to be shared with all membership requesting nominations by March 15.	Karen and Chris	ASAP
Include Area Representative split/shared areas on Statewide meeting agenda.	Karen and Chris	May 17, 2010

AWARDS / SCHOLARSHIPS

KAREN DELLWO

DISCUSSION	MSEC awards and scholarships.	
JMG Scholarship – Shared thank you cards with members.		
Pending awards and scholarships: <ul style="list-style-type: none">✓ Outstanding Local JSEC Chair✓ Outstanding Job Service Workforce Center Management Person – not limited to managers only✓ Outstanding Local JSEC Committee✓ Outstanding Local JSEC Coordinator✓ JSEC “Spark Plug”✓ Fred Unmack Scholarship✓ JSEC Membership Scholarship✓ Micro Business Scholarship		
CONCLUSIONS	Nominations for all pending awards and scholarships are due April 1, 2010	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Send call for nominations to JSEC Chairs and JSEC Coordinators	Karen and Chris	Jan. 31, 2010
Scan JMG Thank you letter/cards to email to MSEC members and post on MSEC website.	Chris	Jan. 31, 2010

2010 INNOVATION IN BUSINESS CONFERENCE

CHRIS WILHELM

DISCUSSION	Update on 2010 Innovation in Business Conference planning.
<ul style="list-style-type: none"> ✓ Conference will be at the Crowne Plaza in Billings, Montana. ✓ All three JSECs in Region 4 are working together to help plan and host the conference. ✓ The Conference is "going Green" – all handouts will be posted to the MSEC website prior to the conference so attendees can print if they want. A CD will be produced and distributed to attendees upon registration that contains the handouts and any presentations not copyright protected. ✓ Keynote speakers have been identified. Their names will be released after contracts are in place. Topics will include ADA topics, HR law, workplace safety, strategic planning, and organizational leadership. Chris is working on contracts with presenters. ✓ Draft agenda will be posted on MSEC website soon. ✓ Will be pursuing continuing education credits through SHRM. ✓ The Statewide MSEC meeting will be the afternoon of Monday, May 17, 2010, followed by an early bird registration and networking event at a local museum. A video of the keynote's life story will be played. ✓ Tuesday will have a keynote, a provided vendor luncheon, workshops, and the MSEC award ceremony and banquet. ✓ Wednesday will have a series of workshops and a closing keynote. ✓ A Save the Date notice will go out in January. 	

MSEC VISION FOR JSEC

KAREN DELLWO

DISCUSSION	Members discussed the vision for JSECs across the state.	
	<ul style="list-style-type: none">✓ Increased communication between MSEC and JSEC.✓ Strengthen relationship between MSEC and JSEC.✓ MSEC officers and area reps should attend JSEC meetings to disseminate MSEC information, gather local information to take back to MSEC.✓ JSECs should send their minutes to MSEC so the MSEC has a better statewide perspective of needs and best practices.✓ JSEC minutes should be posted to MSEC website so all JSECs can share ideas.✓ MSEC website should include link to websites any JSECs have.✓ JSECs need to be a strong advocate for Job Service Workforce Centers and help be an information gateway.✓ JSECs need to provide feedback to Job Service Workforce Centers on community's needs.	
	Bozeman JSEC has invited Chris Wilhelm and Anna Kazmierowski to attend their February membership meeting to share some historical information on MSEC and JSECs, the MSECs vision for JSECs, and information about the Innovation in Business Conference.	
CONCLUSIONS	MSECs vision is for JSECs to be an advocate for Job Service Workforce Centers, and to advise Job Service Workforce Centers of the needs in communities across Montana.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
All JSEC Minutes should be sent to Chris Wilhelm, MSEC Liaison.	All JSECs	Ongoing
Obtain schedule of JSEC meetings for MSEC Officers and Area Representatives	Chris	Feb. 15, 2010
MSEC Officers and Area Representatives should attend local JSEC meetings in their vicinity	MSEC Officers and Area Representatives	Ongoing